



Job Title: Executive Director
Country Program: US Programs
Location: San Diego, CA
Duration: Full-Time Regular
Salary Range and Band: Functional Leadership 4B2
Overtime Eligible: No (exempt)
Start date: January 2018

Background/IRC Summary:

Founded in 1933, the International Rescue Committee (IRC) is a leading non-sectarian, voluntary organization providing relief, protection, and resettlement services for refugees and victims of oppression or violent conflict. IRC responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. The IRC is one of the leading providers of high quality programming for refugees resettling to the United States. The mission of the IRC's US Programs (USP) Department is to create opportunities for refugees to survive and thrive in America. The IRC's USP Department currently provides services in 29 U.S. cities and through the IRC's Resettlement Support Center (RSC) in East Asia. The USP portfolio has grown to encompass a spectrum of support in five program outcomes with numerous local partners, hundreds of corporate, foundation, and government donors, and thousands of individual givers. The IRC resettles thousands of refugees on an annual basis, has a budget of \$100 million, and has over 900 staff and 5,000 volunteers. The San Diego office of the International Rescue Committee was established in 1975 and currently operates out of two offices in City Heights and el Cajon. The office has served refugees from over 25 countries as well as San Diego community members offering a wide array of programs including resettlement, economic development, employment and career development, youth services, immigration, food security and community health. , and is considered one of USP's flagship locations. The office has resettled an average of 1,000 newly arriving refugees each year and serves over 7,000 clients through all the office's local programs. San Diego is one of the largest office in the 29- office U.S. Program network with an annual budget of over \$7.5 million and a staff of 75, supported by 400+ volunteers.

Scope:

The Executive Director of the IRC in San Diego is the face of IRC at the local level and the leader of the office. S/he sets the vision, articulates the mission, creates the strategy in alignment with the IRC Strategic Plan, manages and oversees program development and implementation, ensures compliance of services within grants and contracts, and oversees effective and quality delivery of key services and programs. These include client-focused case management, orientation and acculturation, employment services and placement, initial financial assistance, immigration and social adjustment. These also include a portfolio of diverse effective, holistic and innovative programs to further economic and social development of refugee and similar populations in office areas. The Executive Director is responsible for the development of resources necessary to operate all programs, including building strong partnerships with local, regional and national resource partners. He/she also builds or maintains well-functioning systems for finance and human resources and other operational activities. This position reports to the Regional Director Pacific/West.

Responsibilities:

I. General Management - Leadership/Stewardship

- **Organizational Leadership:** Possess and model absolute commitment to the mission of the IRC. Establish and articulate vision and strategy for the IRC local office. Engage actively with local leaders and community to advance IRC's mission and work locally as a thought and operational leader; maintain and nurture collaborative working relationships with state and local agencies as well as other service providers, donors, advocacy partners and community organizations. Uphold client-focused approach and engage comfortably with clients; demonstrate respect for clients' resilience, strength and wisdom. Ensure the implementation and development of quality, effective and holistic strategy and programs to maximize outcomes for clients.
- **Strategic Planning:** Lead annual strategic planning process that exhibits his/her own strategic vision for the office and incorporates the input and programmatic vision of IRC staff. Coordinate with IRC headquarters and ensure office's strategic plan reflects the agency's overall mission and goals. Contribute to USP network-wide initiatives and capacity building models to advance the IRC Strategic Plan.
- **Staff Management:** Build and maintain unity among the staff. Maintain an open door policy and practice to ensure ongoing, consistent two-way communications. Ensures absolute compliance with the IRC Code of Conduct; take responsibility for own actions and remain accountable at all times for his/her team's actions. Maintain solid and effective office management structure that ensures a fully integrated team across



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departments; ensure regular staff/management meetings. Ensure effective onboarding, capacity building, professional development opportunities and performance improvement strategies are implemented to maintain knowledgeable, professional staff.

- Operations: Ensure timely and consistent communication with HQ (US Programs and other departments) on operational issues, policies and reporting; ensure local implementation of IRC policies including procurement, IT, and security and safety protocols.
- Human Resources: Ensure systems are in place for recruitment, hiring, orientation, performance, management, terminations, layoffs, leaves, etc.; actively engage staff in discussions about their professional development and retention; consistently use standard tools and processes such as job descriptions and annual performance reviews. Ensure compliance with local, State and Federal labor laws as well as organizational policies, procedures and standards. Engage Regional HR Partner as a resource to achieve optimal performance in this area.
- Advocacy and Outreach: Lead local advocacy efforts and support national advocacy efforts; host Board, senior staff and donor visits as appropriate; engage in and support community and policy outreach efforts on behalf of the IRC.

II. Financial Management

- Budget Oversight: Oversee annual budget development; regularly review the operating budget as well as monthly budget-to-actuals; maintain effective systems for tracking spending rates; address anomalies in revenue and expenses.
- Program Budget Tracking: Track monthly R&P and Matching Grant direct assistance; track and ensure sufficient monthly Matching Grant funds, slots and Contribution-in-Kind resources, and monitor all other program budgets.
- Budget Training: Train future program managers/staff on program budget oversight; establish budget expectations; ensure consistent communication between program and accounts management.
- Development Plan: Oversee development and tracking of annual resource development plan to ensure achievement of goals and adequate resourcing of restricted and unrestricted funds; devise contingencies targets when targets are not met.

III. External Relations and Fundraising

- Provide vision for overall resource development strategy and develop a local fundraising plan based on analysis of office and program strengths, service gaps and local environment.
- Development: Collaborate with colleagues in USP HQ and Revenue to ensure effective use of technical support and resources; cultivate local donor relationships; interface with Institutional Philanthropy and Partnerships and other HQ Revenue staff; work at the local level to maintain and expand funding base.
- Marketing: Oversee development of a marketing strategy and plan for the local environment; ensure local level marketing materials are reviewed for quality and consistent messaging.
- Media and Communications: Maintain professional and positive public image of IRC; engage with the local media outlets and develop working relationships; liaise with IRC Communications Department on all media contacts in accordance with IRC policies on external messaging.
- Partnership: Build strong partnerships in public, private, and non-profits sectors and refugee communities to meet strategic objectives. Collaborate with partners to address refugee needs and support an enabling environment for refugee integration.

Requirements

- Bachelor's Degree in social work, international relations, non-profit management or relevant field; Advanced Degree in similar field would be a distinct advantage.



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- Progressive work experience with social services or humanitarian assistance programs; strong preference for previous experience with direct services delivery to clients in cross-cultural environments. Experience with a Community Based Organization (CBO) model and a Client Centered Services (CCS) model also strongly preferred.
- Management experience, including staff management, program development, financial management, monitoring, evaluation and advocacy experience.
- Successful and significant fundraising and grant writing experience; excellent written and oral communication skills.
- Previous financial management experience, including effective management of budgets
- Keen diplomatic and relationship building skills; demonstrated ability to build and nurture teams; ability to lead effectively and enhance internal and external relationships, including partners and donors.
- Proven people management and leadership skills; demonstrated ability to deliver results and translate words into action. Ability to lead staff and promote productivity in a respectful and collaborative environment. Ability to heighten the visibility of the office and programs as a thought and operational leader, both within the IRC network and in the external environment.
- Excellent interpersonal skills; ability to work successfully and with utmost integrity and respect in cross-cultural environment and with limited English speaking client population
- Solid organizational skills: ability to multi-task, set priorities, effectively manage time and meet deadlines; and to be flexible and work well under pressure in a fast-paced team environment.
- Solid computer skills.

Link to apply: <https://chm.tbe.taleo.net/chm03/ats/careers/requisition.jsp?org=IRC&cws=1&rid=16095>

IRC leading the way from harm to home.

IRC is an Equal Opportunity Employer.

IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.